

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS0458540**  
POSITION NO: **941040**  
POSITION TITLE: **Office Specialist**

DATE POSTED: **03/14/14**  
CLOSING DATE: **03/27/14**

DEPARTMENT NAME / WORKSITE: **Navajo Treatment Center for Children and Their Families (NTCCTF)/Shiprock, NM**

WORK DAYS: <b>Mon-Fri</b>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <b>Y58A</b>
WORK HOURS: <b>8:00am-5:00pm</b>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <b>23,420.80</b> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ <b>11.26</b> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Family Therapist - Supervisor. Position is required to provide administrative support services to the clinic. Responsible to compile monthly narrative, performance criteria and statistical report from the clinical staff to generate (01) report. Preparation of mileage report for the assigned general services administration (GSA) vehicle. Responsible to prepare and submit timesheets at the end of each payperiod ending for all staff at clinic. Prepare travel authorizations, training request forms, off-reservation memorandums, insurance purpose only (IPO) and registration forms for all staff at clinic with travel itineraries. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payment (RDP) for immediate payments to vendors, Stationery Supply Orders (SSO) for office supplies at Navajo Nation Property, and Interdepartmental Charge Requisitions (ICR) for payments from Navajo Nation department to Navajo Nation departments/programs. Check postal mail daily. Maintain a tracking system for incoming and outgoing mail. Disseminate mail to staff. Composes, types and edits memorandums, letters and correspondence for the clinic. Maintains a filing system for administrative, financial and patient files. Answers telephone, forwards calls to appropriate staff and takes messages if necessary. Schedules appointments. Attends meetings and participates in training (s) for professional development and enhancement of administrative skills and other duties assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma or GED; supplemented by courses in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

Associate's degree in Business or Accounting; proficient in Microsoft Office software or other computer software applications. FMIS Certification.

**Special Requirements:**

Possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Computer literate. Knowledge in administrative and financial procedures. Practice of Confidentiality and Privacy Act. Ability to follow oral and written instructions. Records management skills. Strong work ethics. Work with multi-task complex problems. Modern office methods and practices. Knowledge in Navajo Nation Personnel Policies and Procedures Manual, Finance Procedures Handbook and Travel Policy.

***A favorable background investigation is required.***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***